

Electronic invoicing - basic information for customers

Dear Customer,

Danucem Slovensko has implemented an advanced system of electronic invoicing that we would like to inform you about in more detail. In addition to the current functionality, which remains unchanged, the electronic invoicing system brings customers new technical possibilities in the form of an invoicing portal.

What does the advanced electronic invoicing system bring to the customer?

- Secure, structured, and easy access to documents. Documents remain for the download on portal for **60 days** after they are made available.
- Access to the portal for up to **5 people** (authorized in the attached Notice), secured by users' own passwords
- **Overview** of electronic invoices paired with digital delivery notes, including the possibility of sorting and filtering by product segment (cement, concrete, aggregates), by place of delivery or other criteria.
- Automatic sending of e-mail notifications in case of **new invoices**, delivery notes or notifications for expiration of the time for downloading documents.

What needs to be done by the customer to have access to the portal?

- Fill in and sign the **"Notice"** (Annex No. 1). The "Notice" must be signed by the members of statutory body of the company, who grant portal access to their selected employees, as it is sensitive financial information.
- To access the portal, each customer with electronic invoicing can specify a maximum of 5 authorized persons to whom the username, initial password and other important information will be sent. After receiving the password and clicking on the link, the customer can then log in and start using the portal.
- If you do not yet have electronic invoicing available from us and you would be interested in this service and subsequently access to the portal, please also fill in the form **"Consent to electronic invoicing"** (Annex No. 2) and send it together with "Notice" to our address.
- Signed **attachments** must be sent to the e-mail address stanislav.belanec@danucem.com or by post to the address Danucem Slovensko a.s., 906 38 Rohožník.

If you have any questions, do not hesitate to contact your sales representative.

Yours sincerely

Jozef Marušík
Head of White Cement and Anhydrate Business



André Peralta
Commercial Director Danucem

